

Policy Change

The Department of the Army has issued a policy memorandum that directs employees under contingency operations or in conjunction with the reconstruction of Iraq to submit the SF 1190 upon arrival at the danger pay or post differential location instead of filing for reimbursement after returning from the overseas detail or temporary duty travel (TDY). This change is effective as of May 16, 2004.

Employees Deployed at time of Policy Change

Employees who are deployed at the time of the policy change must be informed of the need to submit a SF 1190 for their arrival and any changes in foreign duty location to date. However, due to processing timeframes, employees who are near completion of their overseas deployment may not actually receive payment until after they return.

Deployments of Short Duration (30 days or less)

Employees should submit the SF 1190 upon arrival/change in the foreign duty location even if the expected period of deployment is of short duration. However, administrative issues such as receipt of the SF 1190, processing periods, payroll deadlines, etc., may preclude actual payment during deployment. In such instances, the employee would receive payment upon return.

Forms

- SF 1190, Foreign Allowances Application, Grant and Report
- SF 1190 (Interim) (*Reference to a SF 1190 interim pertains to a SF 1190 without signatures – used only as an interim to terminate entitlements upon return to CONUS or home duty station; a signed SF 1190 must accompany the final SF 1190 package.*)
- Foreign Location Record (used to capture specific information)
- Foreign Entitlements Information Sheet

Employee Responsibilities

Employee information and responsibilities are addressed on the Foreign Entitlements Information Sheet.

Supervisory Responsibilities

Supervisor (at home duty station):

- ensure that the employee receives pre-deployment counseling from the Civilian Personnel Advisory Center (CPAC) (home duty station), or human resources/administrative designee;
- sign the employee's final SF 1190 (block #22, Approving/Reviewing Official) and Foreign Location Record.

Supervisor (at foreign duty location):

- sign the employee's SF 1190(s) (block #22, Approving/Reviewing Official) and Foreign Location Record(s) for arrival, and any changes in foreign duty location.

CPAC Responsibilities

Prior to deployment, the CPAC (home duty station), or human resources/administrative designee) will:

- advise the employee of the foreign entitlements for which he/she is eligible for;
- ensure that the employee reviews and signs the Foreign Entitlements Information Sheet;
- add contact information (CPAC/CPOC of home duty station) to Foreign Entitlements Information Sheet;
- verify that the employee has entered his/her Emergency Contact Data in the Emergency Contact Database via the Civilian Personnel On-Line (CPOL website);
- provide the employee with a signed copy of the Foreign Entitlements Information Sheet; provide a copy of same to CPOC;
- provide employee with SF 1190 and Foreign Location Record documents;
- ensure that the employee understands how to complete the SF1190 and Foreign Location Record;
- inform the employee of the need to submit SF 1190(s) and Foreign Location Records to the CPOC (home duty station) upon the following events and within the recommended time periods:
 - arrival in foreign area (to begin entitlements, submit within one week)
 - each change in foreign duty location (can be round-trip for short periods, submit numerous changes together if occurring within a two-week period, one-way for extended periods; submit within two weeks)
 - departure and return to the assigned post, if applicable (submit within two weeks)
 - return to CONUS or home duty station (interim SF 1190, submit within one week)
 - final SF 1190 package (submit within four weeks)
- coordinate with the CPOC as necessary.

CPOC Responsibilities

The servicing Civilian Personnel Operations Center (CPOC) (home duty station) will:

- receive and process the SF 1190(s) for commencement, change(s) in foreign geographic location, and termination of foreign entitlements upon receipt from the employee;
- determine the appropriate means of processing (DCPDS entry, manual payroll processing) as addressed in the Foreign Entitlements Processing Guide (<http://www.cpms.osd.mil/>).
- ensure that all entries are accurate and make necessary corrections upon receipt of the final SF 1190 package;
- sign block #23 of the SF 1190 as the certifying official;
- coordinate with the CPAC as necessary.

FOREIGN ENTITLEMENTS INFORMATION SHEET

Guidance for Submission of SF 1190, Foreign Allowances Application, Grant and Report

In accordance with Department of the Army policy, employees who are assigned or detailed to areas that have been deemed eligible for Danger Pay and Post Differential allowances will request payment upon arrival in the foreign duty location. Payment during deployment will allow your entitlement pay to be available to you and will enable you to promptly identify and report any pay errors.

Employee Responsibilities –

- You must submit a SF 1190 and Foreign Location Record to the servicing CPOC of your home duty station upon each of the following events and within the prescribed timeframe:
 - arrival in foreign area (to begin entitlements, submit within one week)
 - each change in foreign duty location (can be round-trip for short periods, submit numerous changes together if occurring within a two-week period, one-way for extended periods; submit within two weeks)
 - departure and return to the assigned post, if applicable (submit within two weeks)
 - return to CONUS or home duty station (interim SF 1190, submit within one week)
 - final SF 1190 package (submit within four weeks)
- You must also submit a "final" package to include a SF 1190 (signed by you and your permanent supervisor at your home duty station), travel orders, and a copy of the submitted travel voucher/Foreign Location Record to the servicing CPOC of your home duty station within four weeks of your return to CONUS (or home base duty station.)

The prescribed timeframes for document submissions is intended to help prevent overpayment/indebtedness situations.

In order to include the required signatures, your documents must be mailed, faxed, or scanned prior to forwarding (via email or other available mail service) to your servicing CPOC of your home duty station. Your supervisor must sign the SF 1190 in block #22, Approving/Reviewing Official.

Note: If the expected duration of deployment is 30 days or less, it may not be possible for payment to commence due to administrative time constraints. In such instances, payment would be made after you return and submit the required documentation.

Potential for Overpayment of Entitlements – Failure to submit these documents within the recommended timeframes may result in an overpayment of entitlements; you will be indebted for the amount of the overpayment. You will be responsible for repayment of the debt; note that this type of debt may not be waived. Also, an overpayment may impact the information contained on your W-2, Wage and Tax Statement, for filing purposes.

Employee Statement:

I acknowledge that I have read and understand my responsibilities concerning the payment of my foreign entitlements. I am aware of the events and timeframes for which I am to submit the SF 1190s/Foreign Location Records:

Name (printed) _____

Signature (required) _____ **Date:** _____

Printed Name of CPAC or Human Resources Designee: _____

Signature of CPAC or Human Resources Designee: _____

Event for Submission of SF 1190 & Foreign Location Record	Authentication <i>Documents must be signed by you and:</i>	Timeframe for Submission
Arrival in foreign location (to begin entitlements)	Your supervisor at foreign location	Upon arrival and no later than 1 week
Changes in foreign duty location, if any	Your supervisor at foreign location	Upon arrival and no later than 2 weeks (can be round-trip for short periods; submit numerous changes together if occurring within a two-week period, one-way for extended periods)
Interim Final (to terminate entitlements and avoid overpayment)	None	Upon return to your permanent duty station but no later than 1 week (document any location changes since your last submission through the end of your tour, if any).
Final Package	Your supervisor at home duty station	Within 4 weeks after arrival at the permanent duty station

Any change in foreign entitlement payment based on the final SF1190 submission will be paid retroactively. If underpaid, you will receive any compensation due; if overpaid, you will be responsible to repay the amount of overpayment. Report any pay discrepancies to your CPAC as soon as possible.

The prescribed timeframes for document submissions is intended to help prevent overpayment/indebtedness situations.

To include the required signatures, your documents must be mailed, faxed, or scanned and emailed to the servicing CPOC of your home duty station. Your supervisor must sign the SF 1190 in block #22, Approving/Reviewing Official.

Contact Information:

CPOC contact (for submitting SF 1190s/Foreign Location Records):

Name or Group:

Phone: DSN:

FAX:

Commercial:

FAX:

Email Address:

Mailing Address:

CPAC Contact (for questions and reporting pay problems):

Name:

Phone: DSN:

FAX:

Commercial:

FAX:

Email Address: